



STATE OF INDIANA

Request for Proposal 6-59

INDIANA DEPARTMENT OF ADMINISTRATION

Solicitation for:

Localization of Richmond State Hospital

Response Due Date: April 28, 2006

Todd Durnil, Senior Account Manager
Indiana Department of Administration
Procurement Division
402 W. Washington St., Room W468
Indianapolis, Indiana 46204

SECTION ONE

GENERAL INFORMATION AND REQUESTED SERVICES

1.1 INTRODUCTION

In accordance with Indiana statutes, including IC 5-23, the (Indiana) Family and Social Services Administration (FSSA), seeks a locally-based not-for-profit 501(c) (3) organization for the operation and management of the state psychiatric hospital located in Richmond, Indiana. This procurement will proceed under IC 5-23, however, we will incorporate by reference standards specified in select sections of IC 5-22 when noted. It is the intent of FSSA to solicit responses to this Request for Proposal (RFP) in accordance with the scope of work, proposal preparation section, and specifications contained in this document. Attachment C describes the scope of work. This RFP is being posted to the IDOA website (<http://www.IN.gov/idoa/proc>) for downloading. A nominal fee will be charged for providing hard copies. Neither this RFP nor any response (proposal) submitted hereto are to be construed as a legal offer.

1.2 DEFINITIONS AND ABBREVIATIONS

Following are explanations of terms and abbreviations appearing throughout this RFP. Other special terms may be used in the RFP, but they are more localized and defined where they appear, rather than in the following list.

Acceptance	The designated period following implementation the operations and management agreement. During the acceptance period, the FSSA will monitor all performance of the contractor.
Board	An agent, board, commission, officer or a trustee of a public agency having the power to award contracts on behalf of the public agency. IC 5-23-2-2.
DMHA	Division of Mental Health and Addiction (a division of FSSA)
FSSA	(Indiana) Family and Social Services Administration
IAC	Indiana Administrative Code
IC	Indiana Code
Implementation	The successful implementation of an operations and management agreement at Richmond State Hospital as specified in the contract resulting from this RFP.
Installation	The delivery and physical setup of services requested in this RFP.

Joint Bid	When two or more companies submit a single proposal in order to be considered in the RFP process. FSSA will not consider joint bids.
Localization	This is an opportunity for the community which houses the Richmond State Hospital, along with the employees who operate it, to have a role in developing a governance model that keeps pace with clinical and operating changes. Hospitals that stay current stay in operation, and therefore, remain a vital part of the local economy.
Operating Agreement	An agreement between an operator and the governmental body for the operation, maintenance, repair, or management of a public facility as defined in IC 5-23-2-7.
Person	As defined in IC 5-23-2-10.
Proposal	An offer as defined in IC 5-22-2-17.
Public-Private Agreement	The state or a political division may enter into a public-private agreement with an operator as defined in IC 5-23-1-3.
RFP	Request for Proposal.
Services	Work to be performed as specified in this RFP.
State	State of Indiana
State agency	As defined in IC 4-13-1-1(b): An authority, board, branch, commission, committee, department, division, or other instrumentality of the executive, including the administrative, department of state government. The term "state agency" does not include the judicial or legislative departments of state government, nor does that term include a state educational institution as defined in IC 20-12-0.5-1.
Vendor	Any successful respondent selected as a result of the procurement process to deliver the products and services requested by this RFP.

1.3 PURPOSE OF THE RFP

The purpose of this RFP is to select a vendor that can satisfy the State's need for local operation and management of the state hospital in Richmond, Indiana. It is the intent of FSSA to contract with a locally-based non-profit 501 (c) (3) organization that is qualified to provide excellent care for the patients at the Richmond facility.

1.4 SUMMARY SCOPE OF THE RFP

The State may award all or part of this RFP based on the best interests of the state. To maximize your chances of success in this process and to have the opportunity to acquire a substantial portion of the State's business, we strongly encourage you to provide an aggressive response to this RFP.

1.5 RFP OUTLINE

The outline of this RFP document is described below:

Section	Description
Section 1 – General Information and Requested Products and Services	This section provides an overview of the RFP, general timelines for the process, and a summary of the products/services being solicited by the State/Agency via this RFP
Section 2 – Proposal Preparation Instruction	This section provides instructions on the format and content of the RFP including a Letter of Transmittal, Business Proposal, Technical Proposal, and a Budget
Section 3 – Proposal Evaluation Criteria	This section discusses the evaluation criteria to be used to evaluate respondents' proposals
Attachment A	M/WBE Participation Plan Form
Attachment B	Indiana Economic Impact Form
Attachment C	Scope of Work
Attachment D	IT Policy Recommendations

1.6 QUESTION/INQUIRY PROCESS

All questions/inquiries regarding this RFP must be submitted in writing by the **3:00 P.M. (local time) deadline on February 20, 2006**. Questions/Inquiries may be submitted via fax (317-234-1281) or email rfp@idoa.IN.gov and must be received by Procurement Division by the time and date indicated above.

Following the question/inquiry due date, Procurement Division personnel will compile a list of the questions/inquiries submitted by all Respondents. The responses will be posted to the IDOA website according to the RFP timetable established in Section 1.27. The question/inquiry and answer link will become active after responses to all questions have been compiled. Only answers posted on the IDOA web site will be considered official and valid by the State. No Respondent shall rely upon, take any action, or make any decision based upon any verbal communication with any State employee.

Inquiries are not to be directed to any staff member of FSSA/DMHA or any other state agency. Such action may disqualify Respondent from further consideration for a contract resulting from this RFP.

If it becomes necessary to revise any part of this RFP, or if additional information is necessary for a clearer interpretation of provisions of this RFP prior to the due date for proposals, an addendum will be posted on the IDOA website. If such addenda issuance is necessary, the Procurement Division may extend the due date and time of proposals to accommodate such additional information requirements, if required.

1.7 DUE DATE FOR PROPOSALS

All proposals must be received at the address below by the Procurement Division no later than **3 p.m. (local time) on April 28, 2006**. Each Respondent must submit one original (marked "Original") and ten (10) complete copies of the proposal, including the Transmittal Letter and other related documentation as required in this RFP. A complete copy of the proposal must be provided on CD-ROM. Each copy of the proposal must follow the format indicated in Section Two of this document. Unnecessarily elaborate brochures or other presentations, beyond those necessary to present a complete and effective proposal, are not desired. All proposals must be addressed to:

Todd Durnil, Senior Account Manager
Indiana Department of Administration
Procurement Division
402 West Washington Street, Room W478
Indianapolis, IN 46204

Caution to Respondents about shipping/mailing: United States Postal Express and Certified Mail are both delivered to the Government Center Central Mailroom, and not directly to the Procurement Division. It is the responsibility of the Respondent to make sure that solicitation responses are received by the Procurement Division at the Department of Administration's reception desk on or before the designated time and date. Late submissions will not be accepted. The Department of Administration, Procurement Division clock is the official time for all solicitation submissions.

All proposal packages must be clearly marked with the RFP number, due date, and time due. Any proposal received by the Department of Administration, Procurement Division after the due date and time will not be considered. Any late proposals will be returned, unopened, to the Respondent upon request. All rejected proposals not claimed within 30 days of the proposal due date will be destroyed.

No more than one proposal per Respondent may be submitted.

The State accepts no obligations for costs incurred by Respondents in anticipation of being awarded a contract.

All proposals submitted to the State should be double-sided and printed on 30% post-consumer recycled content paper or tree-free paper. When possible, soy ink should be used.

1.8 PRE-PROPOSAL CONFERENCE

A pre-proposal conference will not be held for this procurement. The “Richmond State Hospital Community Forum” was held on Thursday, October 13, 2005. Two sessions were open to the public at the IU East campus.

1.9 MODIFICATION OR WITHDRAWAL OF OFFERS

Modifications to responses to this RFP may only be made in the manner and format described in Section 1.6 and clearly identified as a modification.

The Respondent’s authorized representative may withdraw the proposal, in person, prior to the due date. Proper documentation and identification will be required before the Procurement Division will release the withdrawn proposal. The authorized representative will be required to sign a receipt for the withdrawn proposal.

Modification to, or withdrawal of, a proposal received by the Procurement Division after the exact hour and date specified for receipt of proposals will not be considered.

1.10 FUNDING

The State will continue to fund the operation of Richmond State Hospital. It is anticipated that for three years from the beginning of the operations and management contract, funding will continue to be in a lump sum allocation to the hospital as appropriated by the Indiana State Legislature and allocated by the State Budget Agency. Beginning in State Fiscal Year 2009, FSSA desires to move to a funding formula based on patient census. The Indiana State Legislature will continue to control the appropriation of funds.

Respondents shall provide a pro forma annual budget for operation of the hospital, based on current funding, as well as proposals for per patient funding formula in the future.

1.11 PROPOSAL CLARIFICATIONS AND DISCUSSIONS

The State reserves the right to request clarifications on proposals submitted to the State. The State also reserves the right to conduct proposal discussions, either oral or written, with Respondents. These discussions could include request for additional information, request for cost or technical proposal revision, etc.

The Procurement Division will schedule all discussions. Any information gathered through oral discussions must be confirmed in writing.

1.12 REFERENCE SITE VISITS

The State may request a site visit to a respondent's working support center to aid in the evaluation of the respondent's proposal.

1.13 TYPE AND TERM OF CONTRACT

FSSA intends to sign a contract with a respondent to provide the operation and management services described in this RFP. *FSSA will not entertain joint bids.*

The term of the contract shall be for a period of 5 years, beginning July 1, 2006 (or from date of final State approval of contract).

1.14 CONTRACT OBLIGATIONS

The respondent is responsible for the performance of any obligations that may result from this RFP, and shall not be relieved by the non-performance of any subcontractor. Any respondent's proposal must identify all subcontractors and describe the contractual relationship between the respondent and each subcontractor. Either a copy of the executed subcontract or a letter of agreement over the official signature of the firms involved must accompany each proposal.

This RFP is subject to the Minority Business and Women's Enterprise Program. The requirements are explained elsewhere in the RFP.

Any subcontracts entered into by the respondent must be in compliance with all State statutes, and will be subject to the provisions thereof. For each portion of the proposed products and services to be provided by a subcontractor, the technical proposal must include the identification of the functions to be provided by the subcontractor and the subcontractor's related qualifications and experience.

The combined qualifications and experience of the respondent and any or all subcontractors will be considered in the State's evaluation. The respondent must furnish information to the State as to the amount of the subcontract, the qualifications of the subcontractor for guaranteeing performance, and any other data that may be required by the State. All subcontracts held by the respondent must be made available upon request for inspection and examination by appropriate State officials, and such relationships must meet with the approval of the State.

1.15 CONFIDENTIAL INFORMATION

Respondents are advised that materials contained in proposals are subject to the Indiana Public Records Act, IC 5-14-3 *et seq.*, and, after the contract award, the entire RFP file may be viewed and copied by any member of the public, including news agencies and competitors. Respondents claiming a statutory exception to the Indiana Public Records Act must place all confidential documents (including the requisite number of copies) in a sealed envelope clearly marked "Confidential" and must indicate in the transmittal letter and on the outside of that envelope that confidential materials are included. The respondent must also specify which statutory exception

of the Public Records Act applies. The State reserves the right to make determinations of confidentiality. If the State does not agree that the information designated is confidential under one of the disclosure exceptions to the Indiana Public Records Act, it may either reject the proposal or discuss its interpretation of the allowable exceptions with the respondent.

If agreement can be reached, the proposal will be considered. If agreement cannot be reached, the State will remove the proposal from consideration for award and return the proposal to the respondent. The State will not determine prices to be confidential information.

1.16 STATE OF INDIANA OBLIGATIONS

The State accepts no obligations for costs incurred by respondents in anticipation of being awarded a contract.

The State creates no obligation, expressed or implied, by issuing this RFP or by receipt of any responses submitted pursuant hereto. The award of any contract(s) as a result of this RFP shall be at the sole discretion of the Board. Neither this RFP nor any response (proposal) submitted hereto are to be construed as a legal offer.

1.17 CONTRACT COMPONENTS

Any or all portions of this RFP and any or all portions of the respondent's response may be incorporated by reference as part of the final contract. Proprietary or confidential material submitted properly (see Section 1.15) will not be disclosed.

1.18 PROPOSAL LIFE

All proposals made in response to this RFP must remain open and in effect for a period of not less than 180 days after the due date for proposals. Any proposal accepted by FSSA for the purpose of contract negotiations shall remain valid until superseded by a contract or until rejected by the Board.

1.19 TAXES

The State of Indiana is exempt from federal, state, and local taxes. The State will not be responsible for any taxes levied on the respondent as a result of the contract resulting from this RFP.

1.20 SECRETARY OF STATE REGISTRATION

For purposes of this RFP, FSSA will require an out-of-state respondent to be registered with the Indiana Secretary of State before conducting any business with the State. Registration should follow the guidelines defined in IC 5-22-16-4. If an out-of-state respondent does not have such registration at present, the necessary application form can be obtained by the respondent by contacting:

Secretary of State of Indiana
Corporation Division
402 West Washington Street, E018
Indianapolis, IN 46204
(317) 232-6576

It is each respondent's responsibility to register prior to the initiation of any contract discussions.

1.21 EQUAL OPPORTUNITY COMMITMENT

Pursuant to IC 4-13-16.5 and in accordance with 25 IAC 5-5-3, the Director of the Procurement Division of IDOA has determined that there is a reasonable expectation of minority and woman business enterprise participation a contract awarded under this RFP. Therefore a contract goal of 7% IDOA-certified minority business enterprise participation and 10 % IDOA-certified woman business enterprise participation has been established and all respondents will be expected to comply with the regulation set forth in 25 IAC 5-5-3.

Compliance with these regulations will be taken in to consideration during the evaluation phase of the RFP process.

1.22 MINORITY & WOMEN'S BUSINESS ENTERPRISE PARTICIPATION PLAN

In accordance with 25 IAC 5-5, the respondent must submit with its proposal a Minority and Women's Business Enterprise participation plan (see Attachment A). Failure to provide the minority and women's business participation plan at the time of proposal submission may result in the disqualification and rejection of the proposal. Please note that IDOA reserves the right to verify all information included on minority and women's business enterprise participation plans before making final determinations of the respondent's responsiveness.

Additionally, the plan must show that there are IDOA certified racial minority owned enterprises and IDOA certified women owned enterprises participating in the contract. The participation can be, but is not limited to, a subcontractor or second tier participation with common suppliers such as office supplies, courier services and/or janitorial services. The respondent submitting an offer must indicate the name of the IDOA certified racial and women owned firms that will participate in the award, a contact name and phone number, the service to be supplied and the specific dollar amount from this contract that will be directed toward each firm.

The respondent is expected to demonstrate a good faith effort to meet the participation goal of 7% for IDOA certified minority participation and 10% for IDOA certified women owned business participation. A good faith effort consists of documenting the effort that was made to achieve the goal. Respondents are encouraged to contact and work with the Minority Business and Women's Enterprise Division of the Indiana Department of Administration to design a plan to meet established goals. The Minority Business and Women's Enterprise Division's website address is www.IN.gov/idoa/minority and contains a complete list of all IDOA certified MWBE's.

Minority & Women's Business Enterprise Participation Letter of Acknowledgment

A signed letter(s), on company letterhead, from the minority and/or women owned business must accompany the Minority and Women's Enterprise participation plan. This letter(s) shall state and will serve as acknowledgement from the minority and/or women owned business of their level of participation in this solicitation. The State reserves the right to deny participation points if the letter(s) is not attached. The State reserves the right to deny participation points if the letter(s) is attached but is not on company letterhead, is not signed and/or does not reference and match the level of participation for this solicitation.

By submission of the proposal, the respondent acknowledges and agrees to be bound by the regulatory processes involving the State's Minority and Women's Business Enterprise Program. Questions involving the regulations governing the minority and women's business enterprise participation plan should be directed to:

Minority Business and Women's Enterprise Division
Indiana Department of Administration
402 W. Washington St., Room W469
Indianapolis, IN 46204
(317) 232-3061

1.23 U.S. MANUFACTURED PRODUCTS

Each proposal must contain an explanation of what steps will be used to encourage the use of American-made products. For purposes of this RFP, FSSA will apply a U.S. Manufactured preference as set out in IC 5-22-15-21.

1.24 RECYCLED PRODUCTS

Each proposal should contain an explanation of what recycled materials are used and identify the recyclability of products offered in response to this RFP. For purposes of this RFP, FSSA will apply a price preference for recycled products as set forth in IC 5-22-15-16.

1.25 AMERICANS WITH DISABILITIES ACT

The respondent specifically agrees to comply with the provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.* and 47 U.S.C. 225).

1.26 FINANCIAL RESPONSIBILITY

There is no requirement for respondents to submit a cashier's check or other evidence of financial responsibility with their proposal.

1.27 SUMMARY OF MILESTONES

The following timeline is only an illustration of the RFP process. The dates associated with each step are not to be considered binding. Due to the unpredictable nature of the evaluation period, these dates are commonly subject to change. At the conclusion of the evaluation process, all respondents will be informed of the evaluation team's findings.

Key RFP Dates:

Activity	Date
Issue Draft RFP	02/06/06
Issue of RFP	02/13/06
Deadline to Submit Written Questions	02/20/06
Response to Written Questions/RFP Amendments	02/27/06
Submission of Proposals	04/28/06
<i>The dates for the following activities are target dates only. These activities may be completed earlier or later than the date shown.</i>	
Proposal Evaluation	04/28/06 to 05/12/06
Proposal Discussions/Clarifications (if necessary)	05/15/06
Oral Presentations (if necessary)	Prior to 06/01/06
Public Hearing	6/1/06 (tentative)
Contract Award	6/2/06 (tentative)
Notice to Proceed	06/30/06 (tentative)

SECTION TWO PROPOSAL PREPARATION INSTRUCTIONS

2.1 GENERAL

To facilitate the timely evaluation of proposals, a standard format for proposal submission has been developed and is described in this section. All Respondents are required to format their proposals in a manner consistent with the guidelines described below:

- Each item must be addressed in the Respondent's proposal.
- The Transmittal Letter must be in the form of a letter. The business and technical proposals must be organized under the specific section titles as listed below:

2.2 TRANSMITTAL LETTER

The Transmittal Letter must address the following topics except those specifically identified as “optional.”

2.2.1 Agreement with Requirements listed in Section 1.

The Respondent must explicitly acknowledge understanding of the general information presented in Section 1 and agreement with any requirements/conditions listed in Section 1.

2.2.2 Summary of Ability and Desire to Supply the Required Products and Services

The Transmittal Letter must briefly summarize the Respondent’s ability to supply the requested products and/or services that meet the requirements defined in Section Three of this RFP. The letter must also contain a statement indicating the Respondent’s willingness to provide the requested products and/or services subject to the terms and conditions set forth in the RFP including, but not limited to, the State’s mandatory contract clauses.

2.2.3 Signature of Authorized Representative

A person authorized to commit the Respondent to its representations and who can certify that the information offered in the proposal meets all general conditions including the information requested in Section 2.3.4, must sign the Transmittal Letter. **In the Transmittal Letter, please indicate the principal contact for the proposal along with an address, telephone and fax number as well as an e-mail address, if that contact is different than the individual authorized for signature.**

2.2.4 Respondent Notification

Unless otherwise indicated in the Transmittal Letter, Respondents will be notified via e-mail.

It is the Respondent’s obligation to notify the Procurement Division of any changes in any address that may have occurred since the origination of this solicitation. The Procurement Division will not be held responsible for incorrect vendor/contractor addresses.

2.2.5 Other Information

This item is optional. Any other information the Respondent may wish to briefly summarize will be acceptable.

2.3 BUSINESS PROPOSAL

The Business Proposal must address the following topics except those specifically identified as “optional.”

2.3.1 General (optional)

This section of the business proposal may be used to introduce or summarize any information the Respondent deems relevant or important to the State’s successful acquisition of the services requested in this RFP.

2.3.2 Respondent’s Company Structure

The legal form of the Respondent’s business organization, the state in which formed (accompanied by a certificate of authority), the types of business ventures in which the organization is involved, and a chart of the organization are to be included in this section. If the organization includes more than one product division, the division responsible for the development and marketing of the requested products and/or services in the United States must be described in more detail than other components of the organization.

2.3.3 Company Financial Information

This section must include the Respondent’s financial statement, including an income statement and balance sheet, for each of the two most recently completed fiscal years. The financial statements must demonstrate the Respondent’s financial stability. If the financial statements being provided by the Respondent are those of a parent or holding company, additional financial information should be provided for the entity/organization directly responding to this RFP. If the Respondent enters into any subcontracts for performance of certain functions, the subcontractor must provide financial statements comparable to the Respondents as described above.

2.3.4 Integrity of Company Structure and Financial Reporting

This section must include a statement indicating that the CEO and/or CFO has taken personal responsibility for the thoroughness and correctness of any/all financial information supplied with this proposal. The particular areas of interest to the State in considering corporate responsibility include the following items: separation of audit functions from corporate boards and board members, if any, the manner in which the organization assures board integrity, and the separation of audit functions and consulting services. The State will consider the information offered in this section to determine the responsibility of the Respondent and will use the factors specified in IC 5-22-16-1(d) to assess this.

The Sarbanes Oxley Act of 2002, H.R. 3763, is NOT directly applicable to this procurement; however, its goals and objectives may be used as a guide in the determination of corporate responsibility for financial reports.

2.3.5 Registration to do Business

If awarded the contract, the Respondent will be required to be registered, and be in good standing, with the Secretary of State. The registration requirement is applicable to all limited liability partnerships, limited partnerships, corporations, S-corporations, nonprofit corporations and limited liability companies. The Respondent must indicate the status of registration, if applicable, in this section of the proposal.

2.3.6 Authorizing Document

Respondent personnel signing the Transmittal Letter of the proposal must be legally authorized by the organization to commit the organization contractually. This section shall contain proof of such authority. A copy of corporate bylaws or a corporate resolution adopted by the board of directors indicating this authority will fulfill this requirement.

2.3.7 Subcontractors

The Respondent is responsible for the performance of any obligations that may result from this RFP, and shall not be relieved by the non-performance of any subcontractor. Any Respondent's proposal must identify all subcontractors and describe the contractual relationship between the Respondent and each subcontractor. Either a copy of the executed subcontract or a letter of agreement over the official signature of the firms involved must accompany each proposal.

Any subcontracts entered into by the Respondent must be in compliance with all State statutes, and will be subject to the provisions thereof. For each portion of the proposed products and services to be provided by a subcontractor, the technical proposal must include the identification of the functions to be provided by the subcontractor and the subcontractor's related qualifications and experience.

The combined qualifications and experience of the Respondent and any or all subcontractors will be considered in the State's evaluation. The Respondent must furnish information to the State as to the amount of the subcontract, the qualifications of the subcontractor for guaranteeing performance, and any other data that may be required by the State. All subcontracts held by the Respondent must be made available upon request for inspection and examination by appropriate State officials, and such relationships must meet with the approval of the State.

The Respondent must list any subcontractor's name, address and the state in which formed that are proposed to be used in providing the required products and/or services. The subcontractor's responsibilities under the proposal, anticipated dollar amount for subcontract, the subcontractor's form of organization, and an indication from the subcontractor of a willingness to carry out these responsibilities are to be included for each subcontractor. This assurance in no way relieves the Respondent of any responsibilities in responding to this RFP or in completing the commitments documented in the proposal. The Respondent must indicate which, if any, subcontractors qualify as a Minority or Women Owned Business under IC 4-13-16.5-1. See Section 1.22 and Attachment A for Minority and Women Business information.

2.4 TECHNICAL PROPOSAL

The Technical Proposal must be divided into the sections as listed in Attachment C, beginning with Section 1.4. Every point made in each section must be addressed in the order given. The same outline numbers must be used in the response. RFP language should not be repeated within the response. Where appropriate, supporting documentation may be referenced by a page and paragraph number. However, when this is done, the body of the technical proposal must contain a meaningful summary of the referenced material. The referenced document must be included as an appendix to the technical proposal with referenced sections clearly marked. If there are multiple references or multiple documents, these must be listed and organized for ease of use by FSSA.

2.5 MINORITY & WOMEN'S BUSINESS ENTERPRISES PARTICIPATION PLAN

A properly completed and signed MWBE Participation Plan (Attachment A) must be included as part of the proposal. Respondents must indicate the name of the IDOA-certified racial minority and IDOA-certified woman owned firm(s) with which it will work; the contact name and phone number at the firm(s); the service supplied by the firm(s); and the specific dollar amount from this contract that will be directed toward each firm. If the goals described in section 1.22, above, cannot be achieved by directing proceeds from a contract awarded pursuant to this RFP toward IDOA-certified racial minority and IDOA-certified woman owned enterprises, the Respondent may demonstrate that an amount, equal to each of the goals, of the firms overall annual proceeds (from all business) are directed to IDOA certified racial minority and/or woman owned enterprises. Please note: Respondents' claims for participation will be validated prior to contract award.

2.6 INDIANA ECONOMIC IMPACT

All companies desiring to do business with state agencies must complete an "Indiana Economic Impact" form (Attachment B). The collection and recognition of the information collected with the Indiana Economic Impact form places a strong emphasis on the economic impact a project will have on Indiana and its residents regardless of where a business is located. The collection of this information does not restrict any company or firm from doing business with the state.

2.7 BUY INDIANA INITIATIVE - INDIANA COMPANY

It is the Respondent's responsibility to confirm its Buy Indiana status for this portion of the process. If a Respondent has previously registered its business with IDOA, go to www.BuyIndiana.In.gov and click on the link to update this registration. Click the tab titled Buy Indiana. Select the appropriate category for your business. Respondents may only select one category. Certify this selection by clicking the check box next to the certification paragraph. Once this is complete, save your selection and exit your account.

Respondents that have not previously registered with IDOA must go to www.BuyIndiana.IN.gov and click on the link to register. During the registration process, follow the steps outlined in the paragraph above to certify your business' status. The registration process should be complete at the time of proposal submission.

Defining an Indiana Business:

"Indiana business" refers to any of the following:

- (1) A business whose principal place of business is located in Indiana.
- (2) A business that pays a majority of its payroll (in dollar volume) to residents of Indiana.
- (3) A business that employs Indiana residents as a majority of its employees.
- (4) A business that makes significant capital investments in Indiana.
- (5) A business that has a substantial positive economic impact on Indiana.

Respondents claiming this status must indicate which of the provisions above qualifies them as an Indiana business. They must also fully complete the Indiana Economic Impact Form (Attachment B) and include it with their response.

The following is the policy concerning items 4 & 5 described above:

Substantial Capital Investment:

Any company that can demonstrate a minimum capital investment of \$5 million or more in plant and/or equipment or annual lease payments of \$2.5 million or more shall qualify as an Indiana business under category #4. If an out of state company does not meet one of these criteria, it can submit documentation/justification to the State for review for inclusion under this category.

Substantial Indiana Economic Impact:

Any company that is in the top 500 companies (adjusted) for one of the following categories: number of employees (DWD), unemployment taxes (DWD), sales tax (DOR), payroll withholding taxes (DOR), or Corporate Income Taxes (DOR); it shall qualify as an Indiana business under category #5. If a Respondent needs assistance in determining if its business qualifies under this criterion, please send an email inquiry to buyindianainvest@idoa.in.gov and you will receive a response within forty-eight (48) hours. If an out of state company does not meet one of these criteria, it can submit documentation/justification to the State for review for inclusion under this category.

SECTION THREE PROPOSAL EVALUATION

3.1 PROPOSAL EVALUATION PROCEDURE

The State has selected a group of personnel to act as a proposal evaluation team. Subgroups of this team, consisting of one or more team members, will be responsible for evaluating proposals with regard to compliance with RFP requirements. All evaluation personnel will use the evaluation criteria stated in Section 3.2. FSSA will, in the exercise of its sole discretion, determine which proposals offer the best means of servicing the interests of the State. The Board will have final discretion to award a contract.

The procedure for evaluating the proposals against the evaluation criteria will be as follows:

- 3.1.1 Each proposal will be evaluated for adherence to requirements on a pass/fail basis. Proposals that are incomplete or otherwise do not conform to proposal submission requirements may be eliminated from consideration.
- 3.1.2 Each proposal will be evaluated on the basis of the categories included in Section 3.2. A point score has been established for each category.
- 3.1.3 Based on the results of this evaluation, the qualifying proposal determined to be the most advantageous to the State, taking into account all of the evaluation factors, may be selected by FSSA for further action, such as negotiations. If, however, FSSA decides that no proposal is sufficiently advantageous to the State, FSSA may take whatever further action is deemed necessary to fulfill its needs. If, for any reason, a proposal is selected and it is not possible to consummate a contract with the Respondent, FSSA may begin contract preparation with the next qualified Respondent or determine that no such alternate proposal exists.

3.2 EVALUATION CRITERIA

Proposals will be evaluated based upon the proven ability of the Respondent to satisfy the requirements of the RFP in a cost-effective manner. Each of the evaluation criteria categories is described below with a brief explanation of the basis for evaluation in that category. The points associated with each category are indicated following the category name (total maximum points = 100).

Summary of Evaluation Criteria:

Criteria	Points
1. Adherence to Mandatory Requirements	Pass/Fail
2. Management Assessment/Quality (Business and Technical Proposal)	55
3. Indiana Economic Impact	15

4. Buy Indiana	10
5. Minority (10) and Women Business (10) Participation Plan	20
Total	100

All proposals will be evaluated using the following approach.

Step 1

In this step proposals will be evaluated only against Criteria 1 to ensure that they adhere to Mandatory Requirements. Any proposals not meeting the Mandatory Requirements will be disqualified.

Step 2

The proposals that meet the Mandatory Requirement will then be scored based on Criteria 2 ONLY. This scoring will have a maximum possible score of 55. All proposals will be ranked on the basis of their combined scores for Criteria 2. This ranking will be used to create a “short list”. Any proposal not making the “short list” will not be considered for any further evaluation.

Step 3

The short-listed proposals will then be evaluated based on all the entire evaluation criteria outlined in the table above.

The section below describes the different evaluation criteria.

3.2.1 Adherence to Requirements – Pass/Fail

3.2.2 Management Assessment/Quality – 55 points

3.2.3 Indiana Economic Impact (15 points)

See Section 2.6 for additional information.

The total amount of gross salary, fringe benefits, and cost of direct supplies being directed out of state will be subtracted from the total amount of the proposal. That figure will then be divided by the total amount of the proposal to determine a percentage. The percentage impact on the Indiana economy will be multiplied by the points allocated for Indiana Economic Impact (Section 3.2) and the resulting number will be the points awarded for Indiana Economic Impact.

3.2.4 Buy Indiana Initiative – 10 points

Respondents qualifying as an Indiana Company as defined in Section 2.7 will

receive 10 points in this category.

3.2.5 Minority (10 points) & Women's Business (10 points) Participation Plan – 20 points

Points for each element will be awarded by the corresponding participation indicated in the response in relation to the required amount set out in the Request for Proposal.

The Respondent should report on the MWBE Participation Plan the committed percentage to be subcontracted to certified MBE and WBE firms. The percentage that the Respondent commits to subcontract to each MBE and WBE firm, rather than the dollar amount, should be reported on the MWBE Participation Plan.

Points will be calculated as follows: The percentage of IDOA certified Minority and/or Women's participation will be divided by the amount actually proposed for IDOA certified Minority and/or Women's participation. The resulting percentage will be multiplied against the total points allowed, currently 10 points for each category. The result will be the points scored on the response.

Minority & Women's Business Enterprise Participation Letter of Acknowledgment

A signed letter(s), on company letterhead, from the minority and/or women owned business must accompany the Minority and Women's Enterprise participation plan. This letter(s) shall state and will serve as acknowledgement from the minority and/or women owned business of their level of participation in this solicitation. FSSA reserves the right to deny participation points if the letter(s) is not attached. FSSA reserves the right to deny participation points if the letter(s) is attached but is not on company letterhead, is not signed and/or does not reference and match the level of participation for this solicitation.

The Board will, in the exercise of its sole discretion, determine which proposal(s) offer the best means of servicing the interests of the State. The exercise of this discretion will be final.

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ATTACHMENT A

SF47895 (ELEC4-97)

MINORITY AND WOMEN'S BUSINESS ENTERPRISE PARTICIPATION PLAN

An offeror is expected to submit in each response a Minority Business & Women's Enterprise Participation Plan in accordance with 25 IAC 5 and IC 4-13-16.5. In the Plan, the offeror must show that there are Indiana certified racial minorities and woman owned enterprises participating in the proposed contact. While the participation may be as a subcontractor, second tier participation with common suppliers (e.g., office suppliers, courier serves) is acceptable. Respondents must indicate the name of the Indiana certified racial minority owned firm(s) with which it will work; the contact name and phone number at the firm(s); the service supplied by the firm(s); and the specific dollar amount from this contact that will be directed toward each firm. If the goal for this solicitation cannot be directed toward Indiana certified racial minority or woman owned enterprises, the respondent may demonstrate that a minimum of an amount equal to the goal of overall annual proceeds) from all business) are directed to Indiana certified racial and woman owned enterprises. Please note: If the Trade is an overhead item for your entire business, please calculate the proportion of the business that will actually apply to the solicitation in question.

Failure to provide the Plan at the time of proposal submission may result in the disqualification and rejection of the offer. The Indiana Department of Administration reserves the right to verify all information included in the Minority and Women Business Enterprise Participation Plan before making final determination of the offeror's responsiveness and responsibility.

The offeror should demonstrate a good faith effort to meet the goal for example by working with the Minority and Women Business Development office of the Indiana Department of Administration to design a plan to meet the goal in an acceptable time period

Minority & Women's Business Enterprise Participation Letter of Acknowledgement

A signed letter(s), on company letterhead, from the minority and/or women owned business must accompany the Minority and Women's Enterprise participation plan. This letter(s) shall state and will serve as acknowledgement from the minority and/or women owned business of their level of participation in this solicitation. The State reserves the right to deny participation points if the letter(s) is not attached. The State reserves the right to deny participation points if the letter(s) is attached but is not on company letterhead, is not signed and/or does not reference and match the level of participation for this solicitation.

By submission of the offer, the offeror thereby acknowledges and agrees to be bound by the regulatory processes involving the State of Indiana's Minority Business Enterprise Program. Questions involving the regulations governing the Minority and Women Business Enterprise Participation Plan should be directed to the Compliance Manager of the Minority and Women's Business Enterprise Development office at 317/232-3061.

MBE/WBE PARTICIPATION PLAN

RFS # _____ DUE DATE _____
RFS NAME _____
OFFEROR _____
ADDRESS _____
CITY/STATE/ZIP _____
PHONE() _____

The following Indiana certified minority and women owned firms will be participating in the RFS according to the following schedule:

<u>MBE/WBE</u>	<u>PHONE</u>	<u>COMPANY NAME</u>	<u>TRADE</u>	<u>AMOUNT</u>
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Please indicate which firms are MBE and which are WBE

***If additional room is necessary, please attach a separate page**

THIS DOCUMENT MUST BE INCLUDED IN YOUR PROPOSAL

**ATTACHMENT B
INDIANA ECONOMIC IMPACT**

This information is required by the Indiana Department of Administration for all contractors, vendors/suppliers to the State of Indiana (complete all 30 items - indicate "N/A" if not applicable).

1	Legal Name of firm:	
2	Address/City/State/Zip Code:	
3	Telephone #/Fax #/Website:	
4	Federal Tax Identification Number:	
5	State/Country of domicile/incorporation:	
6	Location of firm's headquarters or principal place of business:	
7	Name of parent company or holding company (if applicable):	
8	State/Country of domicile/incorporation of company listed in #7:	
9	Address of company listed in #7:	
10	IN Department of Workforce Development (DWD) account number:	
11	IN Department of Revenue (DOR) account number:	
12	Number of Indiana resident employees per most recently completed IRS Form W-2 distribution:	
13	Total number of employees per most recently completed IRS Form W-2 distribution:	
14	Total amount of payroll paid to Indiana resident employees per most recently completed IRS Form W-2 distribution:	
15	Total amount of payroll paid to all employees per the most recently completed IRS Form W-2 distribution:	
16	Estimated amount of this proposal, bid, or current contract:	
17	<u>Prime Contractor Company Name:</u>	
18	<u>Number of Employees</u> that are out-of-state residents specifically for this proposal or contract:	
19	<u>Gross Salary*</u> to out-of-state resident employees that will be expended for this proposal or contract:	

20	<u>Fringe Benefit</u> ** cost for out-of-state resident employees for this proposal or contract:	
21	<u>Subcontractor Company Name:</u>	
22	Address/Contact Person/Telephone Number/Tax ID Number:	
23	<u>Number of Employees</u> that are out-of-state residents specifically for this proposal or contract:	
24	<u>Gross Salary</u> * to out-of-state resident employees that will be expended for this proposal or contract:	
25	<u>Fringe Benefit</u> ** cost for out-of-state resident employees for this proposal or contract:	
26	<u>Out-of-State Supplier Name:</u>	
27	Address/Contact Person/Telephone Number/Tax ID Number:	
28	<u>Description of products or services</u> provided to the prime contractor that are directly related to this proposal or contract:	
29	<u>Cost</u> of direct supplies for this proposal or contract:	
30	Affirmation by authorized official: I affirm under penalties of perjury that the foregoing representations are true to be the best of my knowledge and belief:	
	Signature:	
	Name:	
	Title:	
	Date:	

*Gross Salary is defined as wages paid on a regular basis, usually weekly, bi-weekly, or monthly before any deductions. Other benefits like insurance and retirement plans are not to be included in gross salary.

**Fringe Benefits are defined as non-salary employee compensation. For the purposes of this report, only include insurance, retirement plans and bonuses.

Attachment C

Scope of Work

Section 1 Purpose and Background

The (Indiana) Family and Social Services Administration (FSSA), seeks proposals for the operation and management of Richmond State Hospital. It is the intent of FSSA to contract with a locally-based not-for-profit 501 (c) (3) organization that is qualified to provide excellent care for the patients at this state psychiatric hospital.

1.1 Background

Richmond State Hospital has served persons with mental illness since 1911. The Residential Treatment Center opened in 1992 and in August of 2002 the Clinical Treatment Center, emphasizing active treatment using the treatment mall approach, was opened.

The hospital is composed of five service lines that provide care to adults with serious mental illness and/or adults who are developmentally disabled, adults with substance abuse needs, and adolescents who are seriously emotionally disturbed. Richmond State Hospital currently has 312 beds. Service lines include: Substance Abuse (101 beds-includes dually diagnosed), Adult Services (65 beds), Life Skills (60 beds), Transition (36 beds), Youth Services (20 beds) and Adult Mentally Ill and Developmentally Disabled (30 beds). Of these service lines, forensic service is provided and is a sub-set of the totals served.

This RFP represents an effort to allow the community which houses this facility, along with the employees who operate it, to have a role in developing a governance model that keeps pace with clinical and operating changes. Hospitals that stay current stay in operation, and therefore, remain a vital part of the local economy.

Cost savings is not the ultimate goal for this effort. This initiative may or may not enable hospitals to realize cost savings, but localization will enable communities to exercise control over their own economic destinies.

1.2 Objectives

The objectives of the localization initiative are:

- Patients will continue to receive the high quality care that Richmond State Hospital has provided.
- The State will continue to fund the operation of Richmond State Hospital.
- Current state employees will have the opportunity to continue working in the hospital at comparable salaries and benefit levels.
- Communities which house these facilities, along with the employees who operate them, will have a role in directing the future evolution of the hospitals.

Through this initiative, FSSA seeks to:

- Establish a long-term relationship with a locally-based not-for-profit 501 © (3) organization that will assume responsibility for the operation and management of the hospital.
- Give the hospital and the community greater decision-making authority over the hospitals.
- Reduce the amount of the operational decision-making centered in Indianapolis
- Hold the operator accountable for performance through regularly reported performance measures.

While FSSA will outline specific expectations of any local operator, such as accreditation standards and employment for current staff, it desires that respondents be creative and innovative in their proposals in areas such as board composition, partnerships, additional services or uses of facilities, etc

The following section provides guidance on how Respondents should think about the opportunity. This section describes the program objectives and outcomes. Contracts resulting from this RFP will contain deliverables based on these objectives and outcomes.

1.3 Program Objectives and Outcomes

The purpose of this localization initiative is to convey both day-to-day operation and long-term decision-making regarding Richmond State Hospital to a not-for-profit 501 © (3) organization based in the Richmond community.

- 1.3.1 The respondent shall provide an estimated date as to when they will be realistically able to assume the operations and management of the Richmond State Hospital.

1.4 Clinical Outcomes

- 1.4.1 Address the best and evidence-based standards of practice published by the American Psychiatric Association and describe your plan to achieve and maintain these standards.
- 1.4.2 There has been a marked increase in the number of patients/clients who are both mentally ill and developmentally disabled or retarded. How will the facility assure that the needs of these patents/clients are met?
- 1.4.3 Explain how you will coordinate forensic admissions and discharges with the courts, the gatekeepers, and the other state facilities.
- 1.4.4 Describe how you will discharge patients so as to avoid accumulating a waiting list of patients.
- 1.4.5 Describe your plan(s) to ensure admission of forensic patients and compliance with all relevant criminal laws with regard to their care; and
- 1.4.6 Describe how you will track the legal basis of civil commitment patients and compliance with all civil commitment laws with regard to their care.

- 1.4.7 Address the best and evidence-based standards of practice published by the National Association of State Mental Health Program Directors (NASMHPD) National Executive Institute on Creating Violence and Coercion Free Mental Health Treatment and describe your plan to achieve and maintain these standards.
- 1.4.8 Address the best and evidence-based standards of practice published by the Joint Commission on Accreditation of Healthcare Organizations on Recovery-oriented standards and describe your plan to achieve and maintain these standards.

1.5 Key Clinical Performance Indicators

Unlike tradition medicine, there is a lack of Diagnosis Review Group (DRG), or standards of practice, that govern the treatment of persons with mental illness. Therefore, it is virtually impossible to “empirically assign” a number to the required stay in a facility to treat any given mental illness. The approach is to look at the *trends* of the key indicators.

It is the State’s obligation to maintain an appropriate level of due diligence in the administration of any operations and management contract resulting from this RFP. To that end, the State anticipates assigning a contract manager for the purpose of (1) monitoring key metrics that provide an indication of the level of Contractor performance and (2) functioning as the primary point of contact with the Contractor.

- 1.5.1 One key metric is Intermediate Length of Stay (ILOS). This value is assigned after analyzing the particular experience of a given state operated facility. Describe how you would ensure that all the gate keeping rules are followed, to include monitoring the recidivism rate (“Why are patients returning?”) and the Absent Without Leave (AWOL) rate.
- 1.5.2 Another key metric is the total number of patients served. Describe how you would respond to the disincentive (more work by staff, more expense in processing, etc.) of admitting new patients

Other key metrics required from the Contractor will be detailed during contract negotiations.

1.6 Administrative Outcomes

- 1.6.1 Discuss the various accreditation and certification requirements for a psychiatric hospital and how you will maintain such accreditation and certification.
- 1.6.2 Describe your training plan that ensures all staff meets licensing and accreditation requirements applicable to their positions.
- 1.6.3 In order to ensure an adequate patient/staff ratio, describe your administrative and clinical staffing plan. Include recruitment plans.
- 1.6.4 Describe what your organization will bring to the care of the patients and the support and management of the staff that is not available within the current structure.
- 1.6.5 Describe your plan to provide staff training in therapeutic interventions and patient rights.

- 1.6.6 Describe your plan to transition state employees to employment with the non-profit organization at compensation comparable to what they receive today as state employees.
- 1.6.7 There has been a marked increase in the number of patients/clients with a serious mental illness and a developmental disability. How will the facility assure that the needs of these patients/clients are met?
- 1.6.8 Describe your plan for overall physical security at the hospital, including any special requirements for forensic patients.
- 1.6.9 Describe your plan to provide adequate insurance protection for the hospital and its employees. Include in your plan cost estimates for malpractice insurance, vehicle insurance, general property liability insurance and workman's compensation.
- 1.6.10 Discuss your understanding and plan to comply with all requirements of the Health Insurance Portability and Accountability Act HIPAA
- 1.6.11 Attachment D lists a two-year information technology transition plan. Please describe your understanding of the plan and any additional measures you will take to ensure an uninterrupted flow of clinical, financial, and operational performance data to FSSA. This description should also include an IT security plan.

1.7 Financial Outcomes

The State will continue to fund the operation of Richmond State Hospital. It is contemplated that for three years from the beginning of the operations and management contract, funding will continue to be in a lump sum allocation to the hospital as appropriated by the Indiana State Legislature and allocated by the State Budget Agency. Beginning in State Fiscal Year 2009, FSSA would like to move to a funding formula based on patient census. Appropriation of funds will continue to be under the control of the legislature. The Contractor will be responsible for all billing to ensure that reimbursement to the Contractor continues from Medicare, Medicaid, disproportionate share, any private insurance or other private or public source.

- 1.7.1 Please provide a pro forma budget based on the current funding and operation of the hospital.
- 1.7.2 Provide detail regarding the start-up capital needed by the organization, specifically how such funds would be used, and the proposed timing of any state fund disbursements.
- 1.7.3 Describe any initiatives intended to reduce expenses or bring additional funds to the hospital, including Medicaid, social security benefits, and first party collections.
- 1.7.4 Provide suggestions on a per patient funding formula that could be adopted in the future.
- 1.7.5 Describe your contingency plan for costs that exceed budget targets.

I. Management of Capital Assets

All real estate and equipment at the hospital will remain the property of the State. Richmond State Hospital consists of 49 buildings, 34 institutional / commercial buildings and 15 residential buildings. Extensive demolition and replacement of buildings has occurred over the last twenty years. The final phase of demolition and replacement has been proposed, but it has not yet been funded. This final phase will complete the consolidation of the campus into an efficient, cost effective facility.

- 1.8.1 The State expects the Contractor to use the appropriated Preventive Maintenance Funding to maintain the facility, utilizing the current Preventive Maintenance Plans. Any significant changes in the use of the Preventive Maintenance Funding are to be approved by the Family and Social Services Administration, due to the potential impact of such changes on the longer term viability of the capital assets.
- 1.8.2 The operations and management contract will address issues in detail relevant to the physical plant and further describe the specific duties and responsibilities of each party. The State will own, maintain, renovate and upgrade the facility to meet the accreditation and licensure requirements necessary to operate and be funded as a hospital or healthcare provider. It will be the obligation of the Contractor to work with the State to identify capital needs and to assist in the design and construction of the resulting renovations and/or capital projects.
- 1.8.3 Either the Contractor or the State is free to propose that the ownership of the facility transfer to the Contractor at a future date, addressing declaration of surplus issues that might exist.
- 1.8.4 IDOA, through the Division of Public Works, has arranged a capital study concentrating on renovation and upgrades of existing buildings with a recommendation due in late spring of 2006.
- 1.8.5 The facility has proposals, as mentioned above, for the final phase of demolition and replacement of inefficient buildings that do not meet current standards or requirements. The Contractor is to review these plans with the facility as for appropriateness, and to include the review in its response to this RFP.
- 1.8.6 Describe your maintenance plan(s), to include preventative maintenance for the property, i.e., land and fixed assets.

Attachment D

Localization IT Subproject Policy Recommendations

Description

The following document explains the IT policy recommendations of the State Operated Facilities (SOF) Localization IT Subproject Team. These recommendations were created with input from the Division of Technology Services (DTS) and DMHA central office as well as the LAN administrators assigned to all of the SOFs (Including those not currently planned for localization)

Scope

The scope of these recommendations, unless otherwise stated, is for the use of the Localization Project Team for the purpose of localizing Richmond State Hospital.

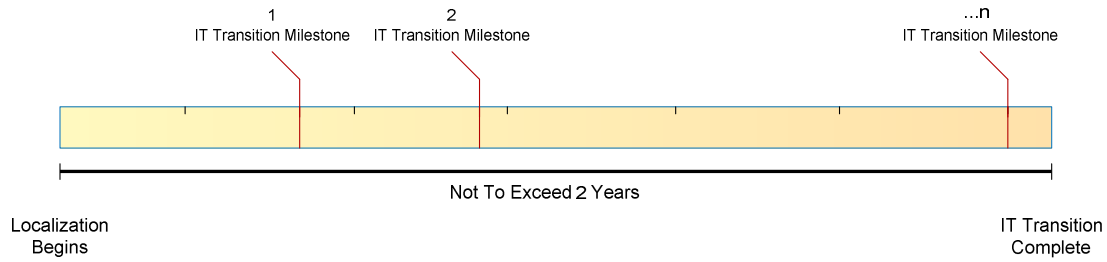
Assumptions

These assumptions are based on information available at the time this document was written. Two significant gaps in information are (1) the needs analysis for the Admissions Discharge & Transfer (ADT) software replacement project and (2) the finalized data requirements of the State.

- The intent of localization is to eventually make each hospital self-sufficient regarding their information technology requirements.
- It was determined that IT at these facilities is made up of the following basic categories:
 - Hardware (Servers, Storage, Desktops, Laptops, Peripherals, Copiers, Fax, Phones, Routers, Switches, Bridges, Hubs)
 - Software (Operating systems, databases, and applications used at or for the Hospital)
 - Communications (Internet, Extranet, Intranet, WAN, LAN, Voice)
 - IT Personnel (Local)
 - Financial (IT Budget)
- The Contractor is responsible for the detailed business plan that will dictate the detailed transition plan from immediately following localization to final transition.
- IT transition will be the joint responsibility of the Contractor and the State.
- Resources (Funding, Personnel, etc.) must follow responsibility.
- Contractor is a local not-for-profit that has no established IT resources or infrastructure.
- Contractor is capable of meeting the current and future data requirements of the State.
- The information requirements of the state will not necessitate a WAN connection.
(Detailed information requirements of the State are still being finalized)

Conclusion

The team decided on a recommended path for each of the IT categories. The details of transition will be planned and agreed upon during contract negotiations . It is recommended that a period not greater than 2 years should be sufficient for the transition activities. (See Example Timeline Below)



The policy recommendations are covered in detail on the following pages. However, in summary, it is anticipated that there will be a transition of approximately 2 years beginning with contract award to a local non-profit corporation with self-sufficient IT that will communicate information as required by the state.

Immediately Following Localization (Localization Begins)

Category	Area	Answer
Hardware	Ownership	State maintains ownership of all hardware.
	Maintenance & Support	State continues to maintain & support hardware.
	Processes	State processes continue unchanged from an IT perspective.
Software	Ownership	State maintains ownership of all software.
	Maintenance & Support	State continues to maintain & support software.
	Processes	State processes continue unchanged from an IT perspective.
Communications	Maintenance & Support	State continues to maintain & support the WAN, LAN, Internet, Intranet, Email & Voice communications.
	Processes	State processes continue unchanged from an IT perspective.
Personnel	Reporting Structure	All SOF IT personnel will report first through to their superintendents (or the equivalent position following localization) and then to Indiana Office of Technology (IOT) or DTS. (All SOFs) Must establish an IOT or DTS SOF team leader role.
	Transition Process	Will leverage the IOT consolidation processes where necessary. Very little transition necessary immediately.
Financial	Local IT Budget	Budget is maintained by the state for the use of the Hospitals (Localized Hospitals Only).
	Central IT Budget	Unchanged.

IT Transition Complete

Category	Area	Answer
Hardware	Ownership	State retains ownership of hardware. The State allows the Contractor full use of the hardware.. This includes any new/replacement hardware purchased.
	Maintenance & Support	Contractor maintains and supports all hardware.
	Processes	Contractor follows their own processes. All new acquisitions must meet or exceed state standards. (DTS & IOT)
Software	Ownership	State retains ownership of all software licenses. The state allows the Contractor full use of the software. This includes any new/replacement software purchased.
	Maintenance & Support	Contractor maintains and supports all software
	Processes	Contractor follows their own processes. All new acquisitions must meet or exceed state standards. (DTS & IOT)
Communications	Maintenance & Support	State will sever WAN connection to Localized SOF. State will provide a secure data transfer site for reception of necessary data. Contractor will maintain and support the LAN, Internet, Intranet, Email & Voice communications for each Localized SOF.
	Processes	Contractor follows their own processes. All new acquisitions must meet or exceed state standards. (DTS & IOT)
Personnel	Reporting Structure	All SOF IT personnel will become employees of the Contractor. IOT SOF team leader position will be maintained for communication purposes however this position will have no direct authority over non-state personnel.
	Transition Process	Will be accomplished during the first two years of the SOF localization. However communication must be maintained through the use of the the IOT or DTS team lead.
Financial	Local IT Budget	Contractor receives the full IT budget necessary to stand alone.
	Central IT Budget	IOT no longer receives central infrastructure IT chargebacks. DTS no longer charges back for centralized application support. Contractor receives these chargeback dollars as a portion of their funding.